

FY 2009 Application Checklist

Complete and include this checklist in the front portion of the grant application packet

A complete application includes the required items below. Please note that not all items apply to every application. Use colored pages or tabbed dividers between sections. Submit one original and five (5) copies of the application by the applicable deadline.

- ☐ 1. **Workshop attendance** (Include signed workshop attendance certification sheet)
- ☐ 2. **FY 2009 Historic Preservation Certified Grant Application Form**
- ☐ 3. **SHPO Consultation Form – signed. Must be included with application.**
- ☐ 4. **Applicant Resolution/Authority to Apply**
At a minimum, a draft Resolution must be included in the application. Include a Letter giving a date for the final resolution (must be within 60 days).
- ☐ 5. **Project Summary and Project Photos**
- ☐ 6. **Assurance of Compliance (ADA) Form**
- ☐ 7. **Additional Required Items for Third Party Applications**
 - ☐ Bank statement demonstrating available funds to be used as cash match
 - ☐ Consent Letter from Property Owner
 - ☐ Letter regarding Preservation and Conservation Easement Deed
- ☐ 8. **Additional Required Items for Nonprofit Organizations**
 - ☐ Certification
 - ☐ Previous and current year's operating budget
 - ☐ IRS determination letter evidencing tax exempt status
 - ☐ Most recent annual report to the Arizona Corporation Commission
 - ☐ Bank statement demonstrating availability of funds to be used as cash match
- ☐ 9. **Project Narrative**
- ☐ 10. **Budget Forms**
 - ☐ Estimated Project Cost Sheet
 - ☐ Acquisition Cost Breakdown (*if applicable*)
 - ☐ Scope Item Breakdown Sheet
 - ☐ Signed Architecture & Engineering/Pre-Award (AEPA) Form (*when applicable*) **Signed by Grant Consultant and included in application.**
 - ☐ Scope Item Timeline
 - ☐ Donations List

Instructions for Completing the FY 2009 HP Heritage Fund Certified Grant Application Form

Complete the Certified Grant Application Form using the instructions provided below.

1. **Applicant.** Enter the name of the eligible applicant.
2. **Applicant Address.** Enter the complete **mailing** address of the applicant.
3. **Applicant Contact.** Enter the name, title, telephone, fax numbers, and E-mail address of the individual who will administer the project.
4. **Third Party.** If the applicant is not the property owner and is sponsoring the application in cooperation with the property owner, enter the name of the property owner (third party).
5. **Third Party Address.** Enter the complete **mailing** address for the third party.
6. **Third Party Contact.** Enter the name, title, telephone and fax numbers of the individual associated with the third party who will be knowledgeable about the project.
7. **Applicant Type.** Check the applicant type that applies.
8. **Project Title.** Enter the title of the project, including the resource name and principal preservation activity (stabilization, rehabilitation, assessment, etc.) to be undertaken.
9. **U.S. Congressional District.** Enter the number of the district where the project site is located. If you have questions, contact your County Recorder's office.
10. **AZ Legislative District.** Enter the number of the district where the project site is located. If you have questions, contact your County Recorder's office.
11. **County.** Enter the name of the county where the project site is located.
12. **Brief Description of the Project.** In three or four sentences, summarize the project description indicating the nature of the work to be accomplished.
13. **Project Funding**
Grant Request. Enter the amount of your grant request.

Match Amount. Enter the amount the applicant will be responsible for. This amount may be from city funds, third party funds, etc. The minimum percentage is 40%.

Total Project Cost. Enter the total project cost. This equals the grant request plus the match amount.
14. **Certification & Authorized Signature.** The application certification form must be signed and dated by the individual authorized in the Applicant Resolution to act on behalf of the applicant in conducting all official business related to the project. Please print the signer's name and title below.

FY 2009 HP Certified Grant Application Form

Participant Information

| | |
|---|---|
| 1. Applicant Name | 4. Third Party (if applicable) |
| 2. Applicant Address | 5. Third Party Address |
| 3. Applicant Contact: Name Title Telephone Fax Email | 6. Third Party Contact: Name Title Telephone Fax Email |

Project Information

7. Applicant Type

☐ City ☐ County ☐ State Agency
☐ Public Educational Institution ☐ Tribal Government ☐ Non Profit Organization

| | | | |
|------------------|-----------------------------|-------------------------------|------------|
| 8. Project Title | 9. Congressional District # | 10. AZ Legislative District # | 11. County |
|------------------|-----------------------------|-------------------------------|------------|

12. Brief Description of Project

13. Project Funding Amount

| | | |
|-----------------------|---------------|---------------------------|
| Grant Request (____%) | Match (____%) | Total Project Cost (100%) |
| \$ | \$ | \$ |

Certification

14. Certification

I hereby certify that the information in this application is true and correct to the best of my knowledge.

Authorized Signature _____ Date _____

Printed Name and Title _____

2009 STATE HISTORIC PRESERVATION OFFICE (SHPO) Consultation Form for determination of Project eligibility

A program requirement for the Historic Preservation grant program is a pre-application consultation with the State Historic Preservation Office (SHPO). This is your opportunity to discuss your potential project with a representative of the SHPO office. ***This consultation (including the completed project summary) must take place at least 2 weeks before the application due date and this form must be signed and included with the application.*** A SHPO representative will be present at every grant application workshop or can be contacted directly at (602) 542-7159 or emailed to: wcollins@azstateparks.gov

Bricks and Mortar Project Information

- ☐ A Historic Building Preservation Plan (HBPP) has been completed or is a scope item for this project. (Highly recommended).
- ☐ A Qualified Licensed Architect will be used for construction oversight & certification of payment requests. (Highly recommended).

AFTER a project is awarded an HP Grant the following steps are required for Bricks & Mortar projects:

- Review of project Plans and Specifications
- Send to Historic Preservation Grant Consultant to coordinate review
- Review done by SHPO Architect and returned to Consultant
- Comments or Notice to Proceed (NTP) issued by Consultant for project work to begin

Historic Resource/Property Information

| | |
|--------------------|--|
| Property Name(s): | |
| Property Address: | |
| City/ Zip: | |
| Legal description: | |

- ☐ Date placed on State or National Register:
- ☐ Date application submitted for State or National Register:
- ☐ National Register Nomination is a Scope Item

Property Ownership Information

Identify the ownership status of the property.

*If the application involves a third party owner, you must attach a consent letter from the property owner with the grant application (see letter sample).

- ☐ Private ☐ Public ☐ State ☐ Federal

Describe the project scope of work:

Authorized SHPO Signature _____ **Date** _____
SHPO comments:

Applicant Resolution

SAMPLE RESOLUTION

RESOLUTION NO. _____

RESOLUTION OF THE _____
(*Applicant Name*)

APPROVING THE APPLICATION FOR HISTORIC PRESERVATION HERITAGE FUNDS

WHEREAS, the Legislature under A.R.S. § 41-503 has authorized the establishment of the Historic Preservation Heritage Fund Program providing funds to the State of Arizona and other eligible applicants for the purpose of preserving historic and prehistoric resources; and

WHEREAS, the Arizona State Parks Board (BOARD) is responsible for the administration of the program within the State, setting up necessary rules and procedures governing application under the program; and

WHEREAS, said adopted procedures established by the BOARD require the applicant to certify by resolution the approval of applications, signature authorization, the availability of local matching funds, and authorization to sign a Participant Agreement with the BOARD; and

WHEREAS, the proposed project must be consistent with the Arizona Historic Preservation Plan; and

NOW, THEREFORE, BE IT RESOLVED THAT THE (*Applicant's Governing Body*) hereby:

1. Approves the filing of an application for an FY 2009 Historic Preservation Heritage Fund grant assistance; and
2. Certifies that (*Applicant name*) will comply with all appropriate state and federal regulations, policies, guidelines, and requirements as they relate to the application; and
3. Agrees to comply with all appropriate procedures, guidelines, and requirements established by the BOARD as a part of the application process; and
4. Certifies that (*Applicant or Third Party*) has matching funds in the amount of \$_____ from the following source(s): (*list source(s) of cash and in-kind match*); and

5. Appoints the (Title & Name - may be more than one person) as agent of (Applicant's Governing Body) to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, billing statements, etc. which are necessary for the completion of the aforementioned project.

PASSED, ADOPTED AND APPROVED by the (Applicant) this (day) of (month), (year).

I, the undersigned, _____, being the duly appointed and qualified (Office Held) of (Applicant), certify that the foregoing Resolution No. _____ is a true, correct and accurate copy of Resolution No. _____ Passed and adopted at a regular meeting of (Applicant), held on (month), (day), (year) at which a quorum was present and voted in favor of said (month), (day), (year) Resolution.

Signed by:

Date

Approved As To Form:

Attorney:

Date

Arizona State Parks Board

ASSURANCE OF COMPLIANCE
Title II, Americans with Disabilities Act of 1990
P.L. 101-336, 42 U.S.C. Chapter 126

All applicants must complete the information requested below.

(Name of Applicant)

**THE UNDERSIGNED ACKNOWLEDGES AWARENESS OF AND THE
RESPONSIBILITY TO COMPLY WITH THE FOLLOWING:**

Title II, of the Americans with Disabilities Act, ("ADA") and federal department regulations on its implementation.

It is understood that recipients of state funds are required to comply with Title II of the ADA and those regulations of federal departments and agencies on its implementation. The ADA and federal department regulations mandate that: No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any public entity. See 28 CFR Part 35.

This assurance is effective as of the date of state approval of funds and throughout the period during which real or personal property is used.

Signature of Authorized Official

Date

Applicant

(Applicant's Mailing Address)

Required Items for Third Party Applicants

The following items are required for Third Party Applications:

1) Bank Statement:

All third-party applicants must submit a current bank statement, with their name on the statement, demonstrating availability of funds to be used as cash match. These available funds must also be included and certified in the applicant resolution. Stocks/bonds and Money Market accounts cannot be used as a cash match. The eligible applicant and the 3rd party should establish an appropriate method between the two parties.

2) Sample Consent Letter from Property Owner

The letter must be dated, signed, and contain the following paragraph:

Dear Arizona State Parks:

As owner of the property located at (address, city, state, zip), I hereby authorize (Applicant) to submit a FY 2009 Historic Preservation Heritage Fund grant application to Arizona State Parks on my behalf. If there are any questions I may be contacted at (address and phone number).

Sincerely,

Property Owner's Signature & Printed Name

3) Sample Letter Regarding the Preservation and Conservation Easement Deed

The letter must be dated and contain the following paragraph:

Dear Arizona State Parks:

As a representative of the entity eligible to apply for the FY 2009 Historic Preservation Heritage Fund Grant, I understand that if awarded a grant, the (Applicant Name) is required to enter into a formally binding Preservation Conservation Easement Deed Agreement with the Arizona State Parks Board and is liable for the administration of the grant.

Sincerely,

Signature & Printed Name of Person authorized in the Applicant Resolution

Sample Statement

- 1) I am the _____ of _____, a non profit corporation duly organized under the laws of the State of Arizona. ("Corporation");
- 2) The Corporation is a valid, existing nonprofit corporation in good standing under the laws of the State of Arizona;
- 3) The Corporation has the full authority to enter into the foregoing Historic Preservation Heritage Fund Grant Application (the "Application");
- 4) The Corporation has undertaken all actions necessary to enter into the Application and any and all contracts or obligations related thereto;
- 5) The Corporation is currently a tax exempt entity under the terms of the Section 501(c)(#) of the United States Internal Revenue Code;
- 6) The Corporation intends to maintain its status as a tax exempt entity under the terms of the Section 501(c)(#) of the United States Internal Revenue Code and shall take all actions necessary to maintain that status;
- 7) All materials, exhibits, attachments, forms, statements, certifications, question responses, answers and all other documents provided by the Corporation in the Application are true and correct;
- 8) The Corporation, if awarded a Grant, intends to comply with all terms and conditions of the Application and the contracts and obligations related thereto; and
- 9) I am executing this Certification under oath and voluntarily submitting the materials, documents, question responses and any and all other information with the knowledge that false or incomplete materials, documents, question responses or other information could result in criminal prosecution, denial or subsequent revocation of a Grant.

THE FOREGOING CERTIFICATION was subscribed and sworn before me this ____ day of _____, 200__, by _____, the _____ of _____, a Non-profit corporation, on behalf of that corporation.

Seal

ACQUISITION COST FORM

Complete and submit this form when your project includes an acquisition.

| Parcel Number | Acres | Anticipated Date of Acquisition | P or D | Estimated Cost | Relocation Cost | Appraisal and Related Fees | Total Cost of Parcel |
|--------------------------------|-------|---------------------------------|--------|----------------|-----------------|----------------------------|----------------------|
| | | | | \$ | \$ | \$ | \$ |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| GRAND TOTAL FOR PARCELS | | | | | | | \$ |

Complete the **Acquisition Cost Form** when the project includes an acquisition.

- Insert Parcel Number.
- Total acreage should be noted
- Indicate anticipated date of acquisition
- Indicate whether the parcel is being purchased (P) or donated (D)
- Enter the estimated cost
- Enter the relocation cost (if applicable)
- Enter appraisal & related fees
- Enter total cost of parcel
- Enter Grand Total for all parcels

PROJECT SCOPE ITEM COST FORM

Complete and submit a Scope Item Cost Form for each Project Scope Item.

SCOPE ITEM:

| Components of Scope Item | MATERIAL # of Units OR LABOR # of Hours | MATERIAL Unit Cost OR LABOR Hourly Rate | Total Component Cost |
|--------------------------|--|--|----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL SCOPE ITEM COST | | | \$ |

- Complete and submit a “Project Scope Item Form” for each project scope item. On each Form list the components for the scope item.
- Enter the “MATERIAL # of Units OR LABOR # of Hours” as accurately as possible.
- Enter “MATERIAL Unit Cost OR LABOR Hourly Rate”. Develop cost estimates based on the anticipated costs of completing the scope item.
- Estimates should reflect realistic prices anticipated at the time the work would be done.
- Contingency costs should be included within the cost of the scope item as applicable, not listed as a separate component.
- Work being done as part of one contract should be broken down and costs shown for each component of the project under the contract.
- Enter the total scope item cost.
- Use the “Total Scope Item Cost” amount on this form to calculate “Total Item Cost” on the Estimated Project Cost Sheet.

**ARIZONA STATE PARKS HISTORIC PRESERVATION
ARCHITECTURE/ENGINEERING, OR PRE-AWARD (AEPA)
COSTS FORM**

This form should be received by the HP Grant Consultant at least two (2) weeks before the application due date. Include the signed AEPA Form with the application.

Architecture, Engineering, or pre-award (AEPA) costs are an optional scope item. These costs may be incurred up to three years prior to the grant application date or incurred after a grant is awarded and the participant agreement is executed.

When it is anticipated that AEPA costs will be charged to the project an AEPA form should be sent to the Arizona State Parks Historic Preservation Grant Consultant for approval and signature.

Any architecture, engineering, or pre-award (AEPA) costs combined are limited to 10% of the **PROJECT COST**. Reimbursement payments will be made according to the rate specified in the Certified Grant Application.

AEPA must be specific to this project and may include site planning, feasibility studies, design, construction drawings, specifications, and similar services.

Complete the AEPA form using the following formula to determine the allowable amount of AEPA costs:

1. Total Cost of Acquisition and Development Scope Items
(Do not include the AEPA costs) \$ _____
line 1
2. Multiply line 1 by .10 (10%) (this is the eligible AEPA costs) \$ _____
line 2
3. Add line 1 and line 2 \$ _____
line 3
4. Enter the percentage of the total project cost expected to be paid
by Grant funds as a decimal (i.e. - .5 for 50% or .6 for 60%) \$ _____
line 4
5. Multiple line 3 by line 4 (this is the Grant Request) \$ _____
line 5
6. Subtract line 5 from line 3 (this is the amount of the Applicant Match) \$ _____
line 6

Project Name: _____

HP Grant Consultant Signature _____ ***Date*** _____

Estimated Project Cost Form Instructions

This form reflects the project component totals using the applicable completed supporting forms.

PROJECT TITLE

- Enter the title of the proposed project as it appears on the Certified Grant Application form.

1. ACQUISITION PROJECT COST FORM

- Parcels to be acquired should be listed separately.
- In the "CASH/IN-KIND MATCH" column indicate the amount of the participant's matching funds or donations to be applied to each parcel.
- In the "VALUE OF DONATION" column indicate the amount of the donation to the project (must be from an outside source).
- In the "REQUESTED GRANT AMOUNT" column indicate the amount of grant funds being requested to purchase each parcel.
- In the "TOTAL PARCEL COST" column enter the anticipated cost of each parcel.
- Enter the total for all Parcels.

2. PROJECT SCOPE ITEM COST FORM

- List the scope item total for the project. For example: Electrical total cost, Doors total cost. Use the total from the individual Scope Item Cost Form.
- In the "CASH/IN-KIND MATCH" column indicate the total amount of the participant's matching funds or donations to be applied to each scope item.
- In the "VALUE OF DONATION" column enter the total value of the donation to the project (must be from an outside source).
- In the "REQUESTED GRANT AMOUNT" column indicate the amount of grant funds being requested for each scope item.
- In the "TOTAL ITEM COST" column enter the anticipated total cost of each scope item.
- Enter the GRAND TOTAL for all Project Scope Items.

3. ARCHITECTURE & ENGINEERING/PRE-AWARD (AEPA) COST FORM

- In the "AEPA COSTS" column enter the type of AEPA cost being requested (i.e. architecture/engineering/pre-agreement).
- In the "CASH/IN-KIND MATCH" column indicate the amount of the participant's matching funds or donations to be applied to the AEPA costs.
- In the "VALUE OF DONATION" column indicate the value of the donation to the project (must be from an outside source).
- In the "TOTAL AEPA COST" column indicate the total AEPA cost.

4. PROJECT TOTALS

- Enter the appropriate totals.
- Include the Match amount, Grant Request, and Total Project Cost amounts on the Certified Grant Application Form.
- **THE AMOUNTS ON THE CERTIFIED GRANT APPLICATION FORM AND THE ESTIMATED PROJECT COST FORM MUST MATCH.**

ESTIMATED PROJECT COST FORM

Project Name:

| 1. ACQUISITION PROJECT COSTS | | | | |
|------------------------------|----------------------|-------------------|------------------------|-------------------|
| PARCEL NUMBER | CASH / IN-KIND MATCH | VALUE OF DONATION | REQUESTED GRANT AMOUNT | TOTAL PARCEL COST |
| | | | | |
| | | | | |
| GRAND TOTALS | \$ | \$ | \$ | \$ |

| 2. PROJECT SCOPE ITEM COSTS | | | | |
|-----------------------------|--------------------|-------------------|------------------------|-----------------|
| SCOPE ITEMS | CASH/IN-KIND MATCH | VALUE OF DONATION | REQUESTED GRANT AMOUNT | TOTAL ITEM COST |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| GRAND TOTALS | \$ | \$ | \$ | \$ |

| 3. ARCHITECTURE/ENGINEERING/PRE-AWARD (AEPA) COSTS (10% of requested Project Amount) | | | | |
|---|--------------------|-------------------|------------------------|-----------------|
| AEPA COSTS | CASH/IN-KIND MATCH | VALUE OF DONATION | REQUESTED GRANT AMOUNT | TOTAL AEPA COST |
| | | | | |
| | | | | |
| GRAND TOTALS | \$ | \$ | \$ | \$ |
| <i>10% APPROVED AEPA COSTS</i> | | | | \$ |

| 4. PROJECT TOTALS | |
|---------------------------------|-----------|
| Total Cost of Acquisitions | \$ |
| Total Project Scope Items Costs | \$ |
| Applicant Match Amount | \$ |
| Grant Request | \$ |
| AEPA (From line 2 of AEPA Form) | \$ |
| Total Project Cost | \$ |

SCOPE ITEM TIMETABLE

| Scope Item | Anticipated Start Date | Anticipated Completion Date |
|------------|------------------------|-----------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |

- Complete the **Scope Item Timetable** including each project scope item.
- Estimate when work on each scope item will start and be completed.

DONATIONS LIST

Donations must be supported by a letter from the donor identifying the amount and terms of the donation.

| Donor/Item | Number of Units | Unit Cost | TOTAL VALUE |
|---|-----------------|--------------------------------|-------------|
| Mr. Nice Contractor Labor to remove loose plaster and prep for patching and painting | 65 hours | \$ 35.00 per hour (Skilled) | \$ 2,275 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL | | | |

- Donations to the applicant, from any source, may include land, services/labor, materials, and/or equipment. The fair market value of such donations may be used as a matching share of the grant.
- The estimated values of land and other donations may be derived from appraisals, applicant's pay scales, and formalized equipment use rates.
- Donated labor is charged at \$10 per hour, unless it is for a licensed or skilled trade, then it may be charged at the current market rate.
- The donor and value of the donation must be clearly identified on the Donations List. A letter from the donor identifying the amount and terms of the donation must support donations.
- The source of donations must also be identified in the Resolution/ Authority to Apply and the amount included as a component of the matching funds.
- Costs associated with the initiation of development and/or the value of donations accepted by the applicant prior to approval of an application are not eligible project costs.
- Contact Grant's Staff for information on acceptable methods of assessing values of donations.

**VOLUNTEER/DONATION PLEDGE
2009 HERITAGE GRANT APPLICATION**

| |
|---|
| I/we anticipate providing a donation to the following project: |
|---|

❖ Printed/typed Name of Company/Individual:

❖ Type of labor to be volunteered:

❖ Approximate number of hours:
\$

Hourly rate:

❖ I work professionally in this trade as a:
rate: \$

Hourly

❖ Value of donation:

❖ Supporting project scope item:

*Donated labor is charged at \$10 per hour, unless it is for a licensed or skilled trade,
then it may be charged at the current market rate.*

❖ Item to be donated:

❖ Supporting project scope item:

❖ Value of donation:

I certify that the above is true and correct to the best of my knowledge.

Signature: _____

Date: _____

**PLEDGES MUST BE SIGNED AND SUBMITTED WITH
THE GRANT APPLICATION.**

**A COPY OF THE PLEDGE PLUS DONATION VALUE IS TO BE SUBMITTED WHEN
CLAIMING AS IN KIND MATCH FOR GRANT PAYMENT REQUEST**

☐ Hours volunteered _____ ☐ Hourly rate \$ _____ ☐ Value of donation
\$ _____

☐ Item donated _____ ☐ Value of donation
\$ _____

Supporting what project scope
item? _____